

PKE

SH&G

November 9, 1983
13155

Central Intelligence Agency
New Building Project Office
Room 4E50
CIA Headquarters Building
Washington, DC 20505

Attention:

Re: Special Spaces Information Needs
Log 281

Larry
Paul
Pam
Bob
Gary
Gil
Imo

[Handwritten signatures and initials over the list of names]

Art: Route - Cy

cc: _____

Forward - Toss

File: _____

Special Spaces General

Gentlemen:

As discussed with you during the November 8 project review, we have completed a detailed review of the information available on the special spaces, and we submit the enclosed report of material required to complete the Construction Document Phase of work. The material is grouped by departments, when possible, to expedite Agency review and receipt of the outstanding information.

The data needed is an extension of the previous data gathering and includes more technical mechanical and electrical criteria and information, dimensional and maintaining information, layout questions and verification of conflicting information.

We feel the organization of these questions and the equipment inventory sheets noted with outstanding questions should be very easy for the user groups to respond to in an accurate and timely manner. We would appreciate receiving information from each user group as it is returned to you to permit us to expedite the design documentation.

If you have any questions about this request, please give us a call.

Very truly yours,

[Handwritten signature of Wm. Everett Medling]

Wm. Everett Medling, AIA
Project Manager

WEM:clm
Enclosure

Smith, Hinchman & Grylls Associates, Inc.

455 West Fort Street Detroit, Michigan 48226 313/964-3000 810/221-9463 Telex
Architects Engineers Planners
A Member of The Smith Group Inc.